

Norman Public Library Board Minutes

August 20, 2012

The Public Library Board of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Quarterly Meeting in Room A/B of the Norman Public Library on the 20th day of August, 2012, at 4:30 p.m., and notice and agenda of the meeting were posted at the Norman Public Library at 225 North Webster 24 hours prior to the beginning of the meeting.

ITEM 1, being:

ROLL CALL

Present: Chairman Rudnick and members Mauldin, Karjala, Sykes, Ford and Porter

Excused: Members Clark and Cooper

City Staff Present: Brenda Hall, City Clerk
Terry Floyd, Development Coordinator

Pioneer Staff Present: Anne Masters, Director
Lisa Wells, Assistant Director for Library Services

Library Staff Present: Leslie Tabor, Branch Manager
Nancy Littlejohn, Circulation Manager

Guests Present: Randy Foster, Kaighn & Associates

ITEM 2, being:

APPROVAL OF MAY 21, 2012 MEETING MINUTES

Member Mauldin made the motion and member Karjala seconded to approve May 21, 2012 meeting minutes. The vote was taken with the following results:

YEAH: Chairman Rudnick and members Mauldin, Karjala, Sykes, Ford and Porter

NAY: None

ITEM 3, being:

NPL, PLS & CITY STAFF REPORTS

Branch Manager Tabor informed the board of the end of another successful Summer Reading Program. The children's department reports 3,200 children signing up for the program this year. The library

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averaged over 60,000 visitors per month in June and July. Tabor gave summer reading medallions to members of the board and visitors.

The FINRA grant will kick-off this month and is a financial literacy program sponsored by an ALA grant. Phil Clark is the representative for the Norman library and will present a financially fit boot camp with the City this fall.

Tabor also informed the board that a new catalog interface called Enterprise is now in use by all Pioneer libraries. This program is how customers search/browse the collections digitally and also allows customers to manage their accounts and place holds. The new interface provides added features like book reviews, social media links and a more "bookstore/Amazon" feel.

Circulation Manager Littlejohn informed the board that the department is receiving several thousands of items daily as families head back to school. The department is still adapting to the 5 bin sorter and it has improved workflow to get items checked-in and back out on the shelves.

a. LIGHT AND FLOOR PROJECT UPDATE

Tabor informed the board that the lighting project is still in the design phase. City Clerk Hall informed the board that the City hopes to go out to bid in early September. The floor project will follow the lights.

b. PIONEER BUILDING AND WEST SIDE BRANCH UPDATE

Pioneer Director Masters provided a brief introduction of Randy Foster of Kaighn & Associates, who then presented a PowerPoint of the progress of the Pioneer building project, including depictions of the exterior of the building, inside the branch space and floor plans.

Masters gave a brief overview of the building specifics, including budget, square feet of the branch and details regarding how the coffee shop will be managed. She also described how Pioneer is working to maximize public space at no cost to the City, including no back-of-house circulation, more accessibility to Virtual Library staff, shared staff and administrative use of bathrooms, kitchen and break room space. Assistant Director Wells then provided information about the collections.

Chairman Rudnick reminded the board that the ultimate goal is three new branches on the east, west and central parts of Norman and that the west side branch is not a full-sized branch, but a step on the path to the larger goal.

Member Karjala inquired about the coffee shop and its set-up and management. Masters explained that an RFP will go out to interested businesses and that Pioneer is hoping to contract with someone who is already in business to avoid the need for cook space; the vendor can transport already-made items for sale and not need to prepare on-site. The coffee shop space will be leased by Pioneer, who will also own the equipment, which will decrease risk for contracted vendors and make any change in vendors less of a problem.

Karjala also inquired about staffing, remarking on the mobile model of the library space. Wells responded that while there will be an emphasis on access and quick service, there will still be staff who can help customers with checking out items on self-check machines.

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Member Porter inquired about the collections and whether or not items in the branch will be new. Wells and Tabor responded that the collections will be ordered new and not moved from other existing libraries. Discussion followed regarding the projected size of the west side collection (21,428 items between the shelves, Movie Box and 24-hour Library machine) in comparison to the current Norman Public Library collection (~265,000).

Member Ford inquired about the projected opening date of the building and branch. Masters is hopeful that construction and the relocation of the Pioneer Service Center and administration will be complete by fall 2013, with the opening of the branch following.

c. EAST SIDE SERVICE POINT UPDATE

City staff Floyd reported to the board on the east side service point and installation of a 24-hour Library machine. The City Council approved the Irving Middle School and Recreation Center as the site, based on the location, concentration of library cardholders and existing City presence with the recreation center. \$25,000 of City funds were allocated for this service and those funds will be spent for a canopy for the machine. Pioneer will purchase the 24-hour Library and be responsible for installation and service. They City will take care of the electric works. Construction on the pad should begin fall 2012 and delivery is projected for December 2012. Since the machine is the first of its kind in the United States, production will take longer than initially thought, but the machine will include added features including larger item capacity, space-saving materials and electronic payment functionality for paying library fines.

ITEM 4, being:

APPROVAL OF FEBRUARY 27, 2012 MEETING MINUTES

Member Karjala made the motion and member Porter seconded to approve February 27, 2012 meeting minutes. The vote was taken with the following results:

YEAH:	Chairman Rudnick and members Mauldin, Karjala, Sykes, Ford and Porter
NAY:	None

ITEM 5, being:

CONSIDER & VOTE TO APPROVE/DISAPPROVE/OR TAKE OTHER ACTION FOR ELECTION OF BOARD OFFICERS

Chairman Rudnick nominated member Mauldin for the office of Chair. Mauldin accepted. The vote was taken with the following results:

YEAH:	Rudnick, Mauldin, Karjala, Sykes, Ford and Porter
NAY:	None

Member Rudnick nominated Karjala for the office of Vice Chair. Karjala accepted. The vote was taken with the following results:

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YEAH: Rudnick, Mauldin, Karjala, Sykes, Ford and Porter

NAY: None

Member Rudnick nominated Porter for the office of Secretary. Porter accepted. The vote was taken with the following results:

YEAH: Rudnick, Mauldin, Karjala, Sykes, Ford and Porter

NAY: None

ITEM 6, being:

BOARD COMMENTS

Members of the board thanked Rudnick for his contributions as Chair.

Discussion of the vacancy on the board was held. Hall informed the board that an appointment should be made in the coming month.

ITEM 7, being:

ADJOURNMENT

Member Rudnick made the motion and member Porter seconded to adjourn. The vote was taken with the following results:

YEAH: Chairman Mauldin and Rudnick, Karjala, Sykes, Ford and Porter

NAY: None

Passed and approved this _____ of _____, 2012.

Tim Mauldin, Chairperson
